

NINETY-FOURTH MEETING
of the
ADMINISTRATIVE ADVISORY COMMITTEE
MEETING NOTES
February 4, 2014

The Ninety-fourth Meeting of the Administrative Advisory Committee convened at 10:00 a.m., on February 4, 2014, in the Conference Room of the State Universities Civil Service System Office (University System), 1717 Philo Road, Suite 24, Urbana, Illinois.

Present were: Deb VonDeBur, representing Illinois Board of Higher Education and Michael Pierrick, representing Northeastern Illinois University.

Present by video conference were: Maureen Parks, representing the University of Illinois and Tammy Carlson, representing Illinois State University.

Present by audio conference were: Steve Cunningham, representing Northern Illinois University; Julie DeWees, representing Western Illinois University; William Weber, representing Eastern Illinois University; and Eric Zarnikow, representing Illinois Student Assistance Commission.

Members absent were: James D. Montgomery, Vice Chair, representing the Merit Board; Karen Hunter Anderson, representing the Illinois Community College Board; Gebe Ejigu, representing Governors State University; Larry Pinkelton, representing Chicago State University; and Duane Stucky, representing Southern Illinois University.

Also present were: Lewis T. (Tom) Morelock, Executive Director; Mari Martinelli, Legal Counsel; Cindy Neitzel, Manager, Operations and Audit and Advisory Services; and Anna Johnson, Administrative Assistant.

Consideration of the Report of the Ninety-Third Meeting, November 12, 2012

Mr. Morelock requested if there were any additions or corrections to the Report of the Ninety-Third Meeting of the Administrative Advisory Committee which was held on November 12, 2012. The report was included in the agenda materials which were mailed to all members of the committee at an earlier date. Having heard no comments, Mr. Morelock asked the members to accept the report as presented. Motion made by Mr. Cunningham to accept the report as submitted in the agenda materials. Ms. Parks seconded Mr. Cunningham's motion. The motion carried.

Discussion regarding the committee's membership, structure, and goals

Mr. Morelock stated that the Administrative Advisory Committee was established by the Merit Board and membership was to be composed of the Business and Finance Vice Presidents from the various universities. The committee was established to collect input from the highest level campus financial administrators on various matters on common interest. This committee was originally established as the primary financial support body and authority for many important agency operational activities.

Mr. Morelock discussed that in the recent past it has been very difficult getting this group together. The past several meetings have been cancelled due to lack of participation and attendance. Mr. Morelock asked for suggestions on making it easier for everyone to participate and asked if a different location or time would be more desirable. Dr. Weber and Mr. Cunningham both expressed that they felt this committee was important, and that they appreciate the direct line of communication with the University System Office. The group ultimately agreed to continue quarterly meetings with the same arrangements as previously scheduled.

Civil Service Exemptions

The committee was updated on the following issues:

- Discussion on the review and revision of the Exemption Procedures Manual – recently a committee was developed of various personnel to review the current Exemption Procedures Manual. Mr. Morelock also noted that the Merit Board made a decision to leave the exemption authority at the campus level, which will be retained in the new manual. The committee has met several times and several changes will be presented to the Merit Board for approval, most likely at the May 2014 Merit Board Meeting. These changes will be presented to this committee before it reaches the Merit Board. Committee members include:

Maureen Parks, University of Illinois
Tammy Carlson, Illinois State University
Richard Enyard, Eastern Illinois University
Pulchratia Kinney-Smith, Governors State University
Angie Tippey, SIU School of Medicine (Springfield)
Celeste Latham, Northern Illinois University
Tracy Bennett, Southern Illinois University Carbondale

- Update regarding the Exemption Focus Group – This group was formed by the University System office in December 2012 to review the rule change proposal presented to the Merit Board regarding exemption authorization. In January 2013, the Merit Board withdrew this rule change proposal and this committee elected to continue to meet in an attempt to reach some consensus on the topic. The committee has met on a couple of occasions after the January 2013 Merit Board decision, but their efforts were not very productive. Interest has waned and it has been rather difficult to schedule any new additional meetings. The last meeting was in August 2013. Committee members are:

Maureen Parks, University of Illinois
Tammy Carlson, Illinois State University
Robert Crouch, University of Illinois at Chicago
Penny McCarty, SIU School of Medicine Springfield
Steve Cunningham, Northern Illinois University
Tara McCauley, AFSCME
Jeff Bigelow, AFSCME
Phil Martini, SEIU
Julie Benedict, Eastern Illinois University (Chair, EAC)
Gary Frye, University of Illinois Urbana at Champaign (EAC)

- Audit Reports and Findings regarding exemptions – A brief summary of the audit findings were presented regarding this topic over the last few years.

Update on the recent “Return to Work” legislation regarding work limitations for SURS Annuitants

The return to work provisions for SURS annuitants was revised through the passage of Senate Bill 2196, and signed into law as Public Act 98-0596 by Governor Quinn on November 19, 2013. Some significant changes that were developed and successfully included in the new law are as follows:

1. Establishment of a common academic year (September 1) for tracking purposes.
2. Removal of the 18-week limitation.
3. Exception to the 40% threshold and financial consequences if the retiree’s position is governed by the State Universities Civil Service Act (110 ILCS 70).

Update and discussion on recent Merit Board actions/decisions

Mr. Morelock provided a summary table regarding various disciplinary actions taken by the Merit Board over the last 10 years (FY 2004 – FY 2013) was presented to the committee. The discharge process is administered by the University System office through the use of professional arbitrators and mediators. Some concerns have been raised by committee members over some Merit Board decisions. Merit Board activities in this respect were discussed, specifically some recent decisions rendered by the Merit Board.

Mr. Morelock pointed out that in a ten-year time period, there were 46 Merit Board actions on 584 total cases. Mr. Morelock outlined that out of the 46 Merit Board actions, 32 employees were discharged and 13 employees were reinstated.

Administrative Rules/Procedures Update

Recent Rule Changes

- Sections 250.50(b)-(g) of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.50(b)-(g)) were amended and adopted for minor technical changes. Also section 250.50(h) of the Code (80 Ill. Adm. Code §250.50(h)) was amended and adopted to bring the retention timeframe of the examination materials in compliance with the local employers’ and the State Universities Civil

Service System approved Records Retention Policy, which were created pursuant to the State Records Act. These changes were effective December 26, 2012.

Recent procedural revisions

- Amendment to the “Rule of Three” Demonstration Project – the Merit Board initially approved the project on May 16, 2012. The program applies an alternative methodology for the “Rule of 3” procedure when referring applicants from employment registers for vacant positions in the designated classifications. The alternative methodology applies the “Rule of 3” under a different interpretation based on the top three scores, and not the top three persons standing highest on the applicable employment register for certain classifications. The following classifications were initially approved:

Accountant I.....	0010
Accounting Associate.....	5000
Administrative Assistant I.....	0171
Assistant Facilities Manager.....	2379
Assistant Program Director.....	1045
Budget Analyst I.....	4739
Business/Administrative Associate.....	5010
Clinic Nurse.....	2703
Grounds Worker.....	2015
Human Resource Associate.....	5020
IT Manager/Administrative Coordinator.....	5030
IT Support Associate.....	5032
IT Technical Associate.....	5031
Medical Assistant.....	4547
Member Service Representative I.....	4819
Office Support Assistant.....	0845

On September 10, 2013, the Merit Board approved an amendment to the project by adding two additional classifications to the project:

Police Officer.....	3086
Program/Student Advisor.....	0055

- Section 4.3 of the Classification Procedures Manual and Section 1.4 of the Employment and Separations Procedure Manual were changed to include the Program/Student Advisor classification. This provides for the application of certain employment protocols for this classification, similar to other professional classifications.
- A list of rules/procedures currently under review include the following:
 - ✓ Discharge – upgrade it to further clarify the process parameters. The University System office plans to hold a training session for individuals involved in the discharge process.
 - ✓ Temporary upgrades
 - ✓ Demotion
 - ✓ Leave of Absence (seniority)
 - ✓ Registers

Report of the Executive Director

Mr. Morelock updated the committee on the following:

- Agency Budget – A copy of the FY 13 Annual report was provided to the members of the Committee. Staff from the Auditor's General's Office was on site on April 29 and 30, and May 1, 2013 for the agency's biennial compliance audit for fiscal years 2012 and 2013. Additional activities were conducted to further collect information after the end of the FY 2013 fiscal year. The official report was released on December 19, 2013 with no material findings. A copy of the report can be found at the Auditor General's website. Current year-to-date expenditures/obligations for FY 14 are at the 90% level. The University System office did have some staff turnover, and other staffing changes. New employees are:

Anna Johnson – Administrative Assistant

Mari Martinelli – Legal Counsel

- Classification Plan Update – The committee was updated on several revisions to the various class specifications and examinations. The Committee was informed of a proposal presented by the University Police Chiefs to revise some Police assessment processes. There was discussion on the financial obligation regarding this project and the method of communication in this respect. In the future, Mr. Morelock stated that AAC members would be consulted before any financial contract is discussed.
- Audit Program Update - Since the last meeting of the committee, several Final Audit Reports have been released. These reports can be found at our website for review.
- Legal Update – During FY14, there have been 25 Written Charges for Discharge served on employees at the various universities/agencies and three employees have requested a Hearing. Ms. Martinelli updated the committee on the Hoover Review Decision Case, which will be heard at the upcoming Merit Board meeting.

Other Items as presented

Included in the agenda materials were proposed meeting dates for 2014:

- *Wednesday, May 7, 2014*
- *Wednesday, August 13, 2014*
- *Wednesday, November 5, 2014*

The above dates were agreed upon by the committee.